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11/27 Assistant Director, Collection  
and Dissemination

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| DDC <u>28</u>        | REV DATE <u>22-4-10</u> | BY <u>606199</u>   |
| ORIG COMP <u>450</u> | DPI <u>31</u>           | TYPE <u>02</u>     |
| ORIG CLASS <u>5</u>  | PAGES <u>6</u>          | REV CLASS <u>C</u> |
| JUST <u>22</u>       | NEXT REV <u>2010</u>    | AUTH: HR 70-2      |

1. Tab A - ICAPS draft - *not enclosed*  
 2. Tab B - OCD draft

**SUBJECT: Functions of Collection & Dissemination and Reports & Estimates**

1. Returned herewith (Tab A) are draft memorandums on the above subjects which you forwarded to this office for comment.

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2. Pursuant to oral agreement with Colonel [REDACTED], the deadline for submitting the comments was extended until today, and, in lieu of detailed comments on Tab A, a proposed complete revision is submitted, (Tab B). This revision conforms to the degree of generality of the draft under Tab A, but stresses certain functions which it was felt the original draft did not sufficiently emphasize. Also, it separates and groups in a single paragraph (para. 3) those security functions assigned to OCD temporarily, pending activation of the Office of Security.

3. Attention is invited especially to para 3 d, whose wording differs slightly from the corresponding paragraph in the published chart pertaining to the Office of Security. The proposed wording in para. 3 d is preferred, since it should help to eliminate a possible conflict in functions between the Office of Security and the Office

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of Collection and Dissemination. It is felt that the Office of Security may properly determine CID policy regarding the eligibility of agencies, from a security standpoint, to receive CIA intelligence information and intelligence; however, decision on the eligibility of a specific agency to receive specific items of intelligence in accordance with the CID policy is properly a dissemination decision.

4. Prior to forwarding these comments, this office had opportunity to examine the ONS comments submitted to you on 26 November, and agrees with them in substance. It is believed the point made in para. 3 of their comment has been adequately covered by the wording of para. 2 j in the enclosed redraft (Tab A). With regard to para. 2 b of the functions of ONS, the point raised by ONS may perhaps be satisfied by a slightly revised wording as follows: "Establish his requirements for intelligence information and intelligence from all sources, and, except when directed intelligence research is required, request OCD to take necessary action/meet these requirements."

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Assistant Director for  
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Approved For Release 2001/04/02 : CIA-RDP78-04007A000300050033-8

SUBJECT: Functions of the Office of Collection and Dissemination.

The Office of Collection and Dissemination will function in accordance with the following policies:

1. The missions of the Office of Collection and Dissemination are:

a. To determine the collection and dissemination requirements for strategic and national policy intelligence information and intelligence; and to formulate, and effect the full implementation of, operating plans, policies and procedures necessary to insure accomplishment of all the requirements, subject to prescribed CIG security policies.

b. Until such time as the Office of Security is established:

(1) To formulate and promulgate integrated security policies and procedures pertaining to the safeguarding of classified information and matters of the federal government in the interest of national security, to include planning for possible future censorship operations.

(2) To prescribe overall security policies and procedures for the entire CIG.

2. In carrying out his mission with respect to paragraph 1 a, above, the Assistant Director for Collection and Dissemination will:

a. Recommend overall collection and dissemination policies and prepare implementing directives to put them into effect.

b. Continually survey other agencies of the government to determine their needs for intelligence information and intelligence.

c. Coordinate closely with the Office of Reports and Estimates in assuring maximum satisfaction of authorized requirements for intelligence.

d. Take all action necessary to assure the most effective possible collection in accordance with authorized requirements for intelligence information, to include:

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- (1) Maintenance of a record of the location of known intelligence and intelligence information readily available in Washington.
  - (2) Continual analysis and assessment of the technical capabilities of various government agencies to collect adequate intelligence information or intelligence upon request.
  - (3) Planning procurement of required intelligence information with special reference to the exploitation of local sources, the elimination of unnecessary duplication and the prompt initiation of remedial action or recommendation when no existing agency is found capable of performing a specific collection task.
  - (4) Issuance and follow-up of necessary collection directives to the Office of Operations, the Office of Special Operations, and other government agencies, in accordance with their respective responsibilities and capabilities.
  - (5) Constant review of the overall collection situation and conduct of studies leading to the development of new and improved collection means and techniques.
- e. Effect appropriate dissemination of all intelligence produced by the Central Intelligence Group.
- f. (1) Establish a reading center immediately adjacent to the Central Registry (Message Center) where representatives of ORE and other government agencies will assist OGD in determining distribution of all intelligence material received by CIG.
- (2) Develop the reading center with a view to ultimate assumption by CIG of the responsibility for all inter-agency dissemination of intelligence information and intelligence.
- (3) Coordinate closely with ORE to insure that intelligence information which may require evaluation to be of value to the recipient is evaluated by ORE prior to dissemination.

3. Issue directives to effect the timely and efficient transmission and distribution of intelligence material by the P & A Branch, in coordination with ORE and the P & A Branch to effect necessary reproduction of intelligence materials by that Branch.

h. Ascertain CIG policies on the eligibility of various agencies from the security viewpoint to receive CIG intelligence and intelligence information.

1. In accordance with prescribed CIG security policies:

- (1) Establish security controls over operating functions within the Office of Collection and Dissemination.
- (2) Make arrangements, in cooperation with other government agencies, for uniform and adequate security control procedures for the handling of intelligence information and intelligence disseminated by CIG.
- (3) In coordination with ORE, implement procedures for effecting appropriate classification and downgrading of CIG intelligence information and intelligence.

j. Continually survey other agencies of the government to determine whether:

- (1) Collection and dissemination by CIG adequately satisfy requirements;
- (2) Collection and dissemination controls prescribed by CIG are effectively carried out;
- (3) Collection and dissemination directives are effectively carried out.

3. Within the limits of personnel available, and until such time as the Office of Security is established, the Assistant Director, OCD, in carrying out his mission with respect to paragraph 1 b, above, will:

a. Formulate and coordinate federal security policies and procedures pertaining to the safeguarding of classified information and matter of the departments and agencies of the United States Government in the interest of the

b. Prescribe the overall security policies and procedures for the Central Intelligence Group designed to insure, on a worldwide basis, the control and safeguarding of intelligence information and intelligence, particularly that received from sensitive sources, and the security of operations, personnel, equipment and installations of the Central Intelligence Group.

c. Formulate coordinated federal censorship policies and procedures for implementation in the event of a future emergency or state of war, as authorized by the National Intelligence Authority.

d. Determine adequacy of security controls in the non-participating federal agencies and, from a security standpoint, determine CIG policies regarding eligibility to receive CIG intelligence information and intelligence.

e. Act as agency of the Director of Central Intelligence in collaboration with the Public Relations Offices, or the security coordination of all public relations, press or similar releases and other publicity matters pertaining to the CIG.

f. Coordinate, in conjunction with appropriate offices of CIG, matters relative to the technical security activities of the departments and agencies of the Federal Government in the fields of secret means of communication, radio direction-finding equipment and techniques, sabotage materials and techniques and related subjects.

4. The Assistant Director for Collection and Dissemination will maintain necessary liaison, under CIG liaison policy, to accomplish his missions.

5. ICAPS will assume overall responsibility for coordinating the activities of the Office of Collection and Dissemination with other CIG and outside agencies, under established CIG policy.